



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-40

Date: November 21, 1997

SUBCHAPTER 3 FAH-1 H-2720 EXTERNAL TRAINING PROGRAM— PROCEDURES

MAJOR CHANGES

1. 3 FAH-1 H-2720 is a new subchapter that incorporates material published previously in former subchapters 3 FAM 850 and 1710.
2. 3 FAH-1 H-2720 supplements 3 FAM 2720.
3. 3 FAH-1 H-2720 applies to Civil Service and Foreign Service employees of the Department of State **only**.
4. This subchapter contains new material on Application Procedures (3 FAH-1 H-2721); Criteria for Approval of Application (3 FAH-1 H-2722); Funding of External Training (3 FAH-1 H-2723); and Employee Responsibilities (3 FAH-1 H-2724).
5. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
6. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Place the attached subchapter 3 FAH-1 H-2720 at its appropriate location in the ***Personnel Operations Handbook***.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:POH-40, and initial.

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(M/FSI)